TEST FIT CRITERIA (OBJECTIVES)		TASK	REQUIREMENTS	OUTCOME	VERIFY / SUCCESS CRITERIA
SQUARE FOOTAGE RATIO	1	calculate QF ratio for each branch requirement zones based on proposed location total SF	ATM Lobby : 15% Workbench : 7% Teller Pod : 12% PBRs : 60 SF (each) 6% Opps Area : 170 SQ	Estimate targer size of each branch requirement zone	1_Each zone compares within + - 5% to optimal SF requirement 2_All required zones are included and add to 100%
PLAN FIT TYPOLOGY	2	Fit proposed plan within the plan shape typology	Shape typology : square / rectangular / long alley L shape / Diagnal	clasify proposed location within the citi retail bank typology	Test fit layout follows criteria : square, L Share, Long Alley
CODE COMPLIANCE & CLEARANCES	3	Research & consider ALL potential city codes and apply to test fit layout	2nd mean of egress Restrooms requirements Vestibule requirements ADA Ramp / Access	ALL code are accounted for on test fit layout	Plan meets ALL preliminary test fit zone codes & optimal clearances zones
ACCESS PATH / CUSTOMER JOURNEY	4	Draw / sketch access path & journey thru citi engagement model	1_Follow Citi Engagement model. 2_Define path from main access point, engagement zones, operational areas, 2nd mean of egress.	1_Supports Citi Engagement model 2_Support a path from access point throughtout zones	1_Does the layout support & follow Citi engagement model : **1 Attract, 2 Engage, 3 Connect** 2_Does the layout comply with all code & optimum access requirements
FIT / PLAN ENGAGEMENT & OPPERATIONAL ZONES	5	Fit / layout each engagement zone within the architecture of the space	ATM Lobby : 210 SF Workbench : 90 SF Teller Pod : 120 SF PBRs : 60 SF (each) Opps Area : 170 SQ	Test fit layout	1_Does the layout speak to the architecture of the space? 2_Do all areas meet minimum space requirements from the optimum Square Footage & adjacencies chart?

		CHECK LIST TEST FIT			

DATE	11/3/2017		REVISION #		1
HOURS SPENT	8 hours				

ITEM	CRITERIA	COMPLETED %	SCORE	NOTES
		30% 70% 100%	**Approved / Failed**	
DATE DUE	Today's date at 11AM			
# OF DELIVERABLES	3 test fits options			
SALES MODEL	Attract / Engage / Connect			
ADJANCENCIES	Attract / Engage / Connect			
SIGHT LINES EXTERIOR	Elevations & Signage			
SIGHTLINES INTERIOR	Elevations & Signage			
PROGRAM	Does it fit the program, if not, why			
ARCHITECTURE	Best design alignments			

REQUIREMENTS:
 Fit program set by the Business
Sales Model : Attract / Engage / Connect

CONSTRAINTS:
Less or equal to 4,100SF
No PBR or Consultation Rooms on window glassing
Curved entrance corner   `
Media wall facing out, in line with workbench
Three PBRs / Two consultation Rooms

	CHECK LIST TEST FIT			
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ITEM	CRITERIA	COMPLETED %	SCORE	
TEST FIT		**30% 70% 100%**	**approved / failed**	
1_IDEA / CONCEPT	What's the big idea			
2_BACKBONE	What's the backbone / architecture of the space			
3_MODEL	Attract / Engage / Connect			
4_PBR / TELLER POD	Secondary to business model			

ARCHITECTURE	Story & narrative / Customer journey
STORE FRONT	Sight lines / Attract-Engage-Connect
PLAN	Check & rectify alignments
PROGRAM	Meets Bussiness program
SPACE FEASIBILITY	Does it / Does not fit

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Project Requirements Form

To be reviewed during the Branch Programming and Design Review meeting

Branch Name: _____
Branch Address: _____
Branch Market: _____

Project Type: _____
Future Branch Format: _____
Lease Expiration Date: _____

OCC Approval: Y/N _____

Background, Strategy, and Rationale:

Current Branch Statistics-

Trxns		Branch	Market Avg.	National Avg.
	2016 Avg. Monthly Teller Transactions:			
	2016 Avg. Monthly ATM Transactions:			
	After-Hours ATM Volume (if needed):			

Security			
	Security Rating (out of 5):	(Low = 2, Medium = 3, High = 4)	
	Busiest Day of the Week:		
	Busiest Time of the Day:		

Households		Branch	Market Avg.	National Avg.
	Citigold Households			
	Non-Citigold Households			
	Small Business Households			
	Total Book Households (YE'16)	0	0	0

Real Estate		Current State	Future Requirement
	Square Footage		
	Number of Floors		

Discussion Topics-

Questions

1) Are there unique queuing needs?

2) How will ATMs be serviced?

3) How much file storage do we need for our client files (depending on age and location)?

4) Does the client base have any unique requirements?

5) Are there any other unique real estate needs?

Requirements		Current Count	Future Requirement
	Teller Windows		
	Teller Pod Stations		
	Workbench Stations		
	ATMs		
	Private Briefing Rooms		
	Consulting Rooms		
	Bandit Barriers (Yes/No)		
	Bankers Workstations		

Staffing		Cur. Target Headcount	Future Requirement
	Branch Manager (BM)		
	Asst. Branch Manager (ABM)		
	Personal Banker (PB)		
	Customer Service Representative (CSR)		
	Teller (FTE)		
	Small Business Banker (SBB)		
	Citigold Relationship Manager (CRM)		
	Financial Advisor (FA)		
	Home Loan Officer (HLO)		
	Total	0.0	0.0

CHECK LIST TEST FIT

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ARCHITECTURE	Best design alignments					
PROGRAM						
SPACE FEASIBILITY						

ARCHITECTURE	Story & narrative / Customer journey
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LOCATION	TOTAL SF	CUSTOMER FACING	BOF / OTHER	
BOCA MIZNER	4897 SF		63%	37%
WESTON	4269 SF		63%	37%
3RD & 42ND	5510 SF		61%	39%
666 5TH AVE	7200 SF (aprox.)	60% (average)	30% (average)	
MIAMI BAY FRONT	5590 SF	60% (average)	30% (average)	
AVERAGE	**5500 SF**			
LA FAIRFAX (proposed)	7000 SF (aprox.)	60% (average)	30% (average)	

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